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ADM-4

DDR-1088-63

7 AUG 1963

MEMORANDUM FOR: Logistics Services Division

SUBJECT : Improving of Telephone System in
Immediate Office, DD/R

1. On 5 August 1963, a survey was made of the immediate office of the DD/R for purposes of improving the telephone system. Representatives of the Telephone Branch, Logistics Services Division, assisted in the completion of the survey. Since a schematic was prepared at the time the survey was made, instructions for the placement of PILT boxes and buzzers can be obtained from reviewing this plan.

2. Based on the above, it is requested that your office install larger PILT boxes and adapt the buzzer system to requirements specified in the survey. It is estimated that this work order will cost \$140 and cost center [redacted] may be charged for this purpose.

[redacted]

Assistant for Administration
Deputy Director(Research)

LO/DD/R: [redacted] (6 Aug 63)

Distribution:

Orig & 1 - Addressee

- 1 - [redacted]
- 1 - OL/DD/R
- 1 - DD/R Subj
- 1 - DD/R Chrono

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GROUP 1
Excluded from automatic
downgrading and
declassification